

MEMO

To: Representative Eloise Scott
From: Kelly Riley
Date: March 7, 2000
Subject: SERVE National Summit on School Readiness Assessment

You are registered for the conference. Here is your itinerary:

Hotel Sheraton Imperial Hotel and Convention Center
2/22 & Research Triangle Park, NC
2/23 919-941-5050
Confirmation Number: 143481 (guaranteed for late arrival)
\$149/night (2 double beds)

Air **Wednesday, March 22**
Depart Jackson – Delta 618 – 3:00 p.m.
Arrive Atlanta – 6:49 p.m.

Depart Atlanta – Delta 160 – 8:00 p.m.
Arrive Raleigh/Durham – 9:27 p.m.

Friday, March 24
Depart Raleigh/Durham – Northwest 3473 – 12:15 p.m.
Arrive Memphis – 1:20 p.m.

Depart Memphis – Northwest 5744 – 2:25 p.m.
Arrive Tupelo – 3:10 p.m.

I have your plane ticket and will just hold on to it for you if that is okay with you.

Please call me at 359-2528 if you have any questions before we leave. As I mentioned to you on the phone, please feel free to ride with me to the airport on Wednesday, March 22.